Date as Postmarked

Dear Applicant

# Re: Job Ref AH IMCX

Please find enclosed job description and application form for the post with the above job reference.

Lothian Centre for Inclusive Living is only passing this information on to you on behalf of an individual employer. If you are short-listed you will be contacted by our client.

If you do not hear from them within four weeks from the closing date, you can presume that you have been unsuccessful. Unfortunately we are unable to write to those who have not been short-listed for interview.

Thank you for applying for the job and Good Luck with your application!

Yours faithfully

# Admin Support

Independent Living Team

**Ref AH IMCX Job Description for Personal Assistant**

A Personal Assistant (PA) is someone who is employed to assist me, a disabled woman with chronic pain, fatigue and allergies, with daily life and independent living. My condition means that I cannot tolerate many chemicals and most medications (pain killers, etc.). Certain foods can trigger skin breakouts and migraines. Therefore, I must manage my symptoms and pain through a strict diet and routine to ensure I avoid the many allergies and irritants that aggravate her condition. **This includes perfumes, so PAs/visitors to my home have to be aware that they need to refrain from wearing these.**

The Employer has difficulty with cognitive dyslexia. This means that I can have difficulty with remembering and thinking things through methodically. Therefore, I require a lot of prompts, (written or verbal) to remind me to do things.

It is important that the PA can listen well to my instructions and carry them out willingly, often without supervision. The PA should also respect my privacy, home, space and right to confidentiality.

A Personal Assistant should be able to handle the tasks of lifting and bending.

The tasks below are given in detail:

**DAILY LIVING TASKS**

The PA will be required to assist me, the employer, to live my life as I choose. In doing this the PA will be exposed to confidential information and will have to offer discreet and confidential support. The PA will be expected to interact comfortably in a variety of settings, but must respect the employer’s confidentiality at all times.

**Paperwork/Computer work:**

The PA will be required to assist the employer with administrative affairs. Tasks may include photocopying, completion of forms, compiling and maintaining various lists/databases, accessing the Internet, doing online research, banking etc.

Much of this work is done on my iPad and MacBook Air so it is a requirement that you are familiar with Apple products and be able to assist me to develop new IT systems.

**Equipment:** The PA may be required to assist the employer in the maintenance of equipment, and will be responsible for reporting to the employer any equipment that is faulty or unsafe. The PA may be required to assist with maintenance of computers and their peripherals.

**Other:** The employer may require assistance with any other reasonable tasks.

**SKILLS AND QUALITIES**

Given the tasks outlined above it is essential the PA be able to demonstrate the following skills and qualities:

* Generally, fit and healthy
* Cheerfulness
* Sensitivity
* Reliability and Punctuality
* Initiative
* Open and honest
* Good written and verbal communication skills
* Computer literate – specifically with Apple devices (iOS)
* Experience in setting up financial and double entry bookkeeping systems that meet all the requirements of new government legislation.
* Systematic-Good Organisational skills
* Respect for confidentiality, privacy and dignity

# Application Form for Job Reference AH IMCX

Please complete the following application form as accurately and in as much detail as possible. Shortlisting for interview will be based on the information you supply on the application form read in conjunction with the job description.

Please do not send in the job description or covering letter when returning the application form. If you require more room please use a separate piece of paper with the job reference and your name on it. If completing electronically press tab whilst the final cell in a table is selected to insert a new row.

## Personal Details

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Telephone Number |  |
| Mobile Number |  |
| Email Address |  |
| Postal Address, first line. |  |
| Postal Address, second line |  |
| Postal Address, third line |  |
| Postal Address, Town. |  |
| Post Code |  |

## Declaration

I agree that the information I have supplied in this application form is true and accurate to the best of my knowledge. I understand that any deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice.

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

(Please leave the signature and date blank if you are sending in the form electronically. If you are invited to interview, you will be asked to sign a printed out copy then.)

## History of Education and Training

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Educational Establishment | From | To | Qualifications Gained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Work History (including voluntary work)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer | Position held | From | To | Main Duties and reason for leaving  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Additional Information

|  |
| --- |
| After reading the Job Description carefully, consider what skills and experience you have that are suited to this post. They need not have been gained in paid employment and may include special interests relevant to the post.  |
|  |

## Work Availability

Please indicate in the table below what times you would be available for work within the period of the day, i.e. if you are available from 7am to 11am Tuesday morning, then put 7-11am in the box. If you are available for any time write *yes* and please write *no* if you are not available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Morning | Afternoon | Evening | Overnight |
| Sunday |  |  |  |  |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |

## Supporting information

You do not need to fill out the following questions if they are not applicable to the post. e.g. if the job description does not ask for PVG membership, then you may put N/A in the space provided.

|  |  |
| --- | --- |
| Are you a member of the PVG Scheme?  |  |
| PVG Membership Number |  |
| Do you have a full driving licence that is valid in the UK? |  |
| Do you have the use of a vehicle? |  |
| If applicable, would you be prepared to use the vehicle for work? |  |
| When could you start work? |  |
| Where did you see this post advertised? |  |

## References

Please write the names and contact details for two independent people who would be willing to provide a reference for you. One of them should be your most recent employer. Note that a telephone number is not sufficient.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Position |  |  |
| Relationship to you |  |  |
| Title of referee  |  |  |
| Company |  |  |
| Postal Address, line 1 |  |  |
| Postal address, line 2 |  |  |
| Postal address, town |  |  |
| Post code |  |  |
| Email address |  |  |
| Telephone number |  |  |
|  |  |  |

Please return the completed application form as soon as possible.

Application forms may be returned by email to: pajobs@lothiancil.org.uk or can be posted to: PA Recruitment, Lothian Centre for Inclusive Living, Norton Park Centre, 57 Albion Road. Edinburgh, EH7 5QY

Please ensure that you have paid adequate postage to send any application forms by mail as LCIL does not accept postage otherwise.